

CHAPTER 13

TRAVEL, LEAVE PROCEDURES, AND PAY AND ALLOWANCES

Travel, leave, and pay are subjects very close to the heart of every Sailor and crucially important to the management of day-to-day business in the U.S. Navy. Records attendant to these areas of Navy life must be perfectly executed. It is the Yeoman's (YN's) responsibility to see that this happens. In virtually every job to which you may be assigned, you will be required to type, verify, complete, forward, and perform various other actions with regard to forms and reports in these areas. This chapter gives you a basic coverage of travel, leave, and pay. If you pay special attention to the topics covered and refer to the publications mentioned as resources, the information will serve you well throughout your career.

TRAVEL

Temporary additional duty (TEMADD) is the term used when an individual travels to a command or geographical area that is not the individual's permanent duty station. Travel may be for training, attending seminars, performing duties essential to the mission of the permanent duty station, sports competitions, and many other instances. This section covers general procedures used for completing and processing TEMADD orders.

For the individual on TEMADD to be reimbursed for personal expenses, travel arrangements and payments, and so that proper authority is aware of the individual's status, TEMADD Travel Orders, NAVPERS Form 1320/16, must be prepared.

TEMADD TRAVEL ORDER FORM

The parent command of the individual prepares the NAVPERS 1320/16 before the

performance of travel. A block-by-block description follows:

1. FROM-Insert the complete name and address of activity issuing TEMADD orders.

2. STANDARD DOCUMENT NO.-A 15-position alphanumeric number constructed as follows:

POSITION

- 1 - N (for Navy)
- 2 thru 6 - The UIC of the command originating the orders
- 7 thru 8 - Last two numbers of the fiscal year
- 9 and 10 - TO (for travel orders)
- 11 thru 15 - The alphanumeric (excluding the letters I and O) serial number using the TANGO number found in Block 4.

Example: N3250695TO00001

3. TO-Enter the traveler's rank/grade, name and address (normally duty station). Some activities also require the phrase "and no others" on the line immediately following the name. This prevents the addition of unauthorized personnel to the orders.

4. TANGO NO.-The number that is used to identify the order when the standard document number is not applicable. Only one TANGO number is assigned to each travel order. The last three are assigned sequentially throughout the fiscal year, beginning with 001. Do not duplicate the number during the fiscal year. Check with your supervisor or local TEMADD order directives to find out where you obtain TANGO numbers.

5. SSN/DESIGNATOR-Enter the person's SSN and designator.

6. DATE-Enter the date the orders are prepared.

7. REF-Enter any references that direct the travel of the individual or are pertinent to the purpose of the TEMADD.

8. INDIVIDUAL OR GROUP TRAVEL-Enter an X if the member is traveling individually, or as part of a group.

9. PROCEED ON OR ABOUT-Enter the anticipated date on which the individual is required to commence travel. This block is to be used only for directive-type orders.

10. AUTHORIZED PROCEED ON OR ABOUT-Used when authorization-type orders are issued. In no case will the date for commencement of travel be shown in both Blocks 9 and 10 of the same order.

11. APPROXIMATE NUMBER OF DAYS-Indicate the number of days it is anticipated that the member will be away from the duty station.

12. ESTIMATED DATE OF RETURN-Enter the date the individual is expected to complete the TEMADD assignment and return to the permanent duty station.

13. ITINERARY-Enter the commands and geographical locations where the member is to report during the course of the TEMADD assignment, beginning with the permanent duty station. List the TEMADD station(s) in the order they will be visited, if there is more than one, and end with the phrase "and return."

14. TEMADD, TEMADDCON, TEM-ADDINS-Enter an X to indicate the type of TEMADD to which the individual is assigned.

15. REASON FOR TRAVEL-A brief, plain language description of the basic reason for the TEMADD, such as the name of a seminar being attended, an operational exercise, and so forth.

16. AUTHORIZED VISIT TO SUCH ADDITIONAL PLACES AS MAY BE NECESSARY-This block should be used when the itinerary shown in Block 13 is not firm and it is anticipated that the traveler may have to visit other activities in the same geographical areas listed in Block 13. The use of this block should be avoided whenever possible.

17. FISCAL DATA ACCOUNTING CLASSIFICATION-The complete Accounting Classification Code, consisting of nine coding elements and the standard document number and its constructions can be found in the *Officer Transfer Manual*, NAVPERS 15559A, chapter 2.

18. ESTIMATED COST-Enter the estimated costs of transportation, per diem, miscellaneous expenses, and the grand total in this block. The source of these estimates varies depending on local practice. Most personnel support detachments (PSDs) have a travel section that can arrange and provide transportation costs for getting the member to the TEMADD duty station(s). If the individual is to travel via a private vehicle, enter the total mileage allowance here. Per diem rates are found in the Joint Federal Travel Regulations (JFTR). Miscellaneous expenses cover such things as rental automobiles, taxi fares, training fees, and so forth.

19. CUSTOMER IDENTIFICATION CODE-This is also 15-character alphanumeric number. The positions are as follows:

POSITION

1 - 3 (for Navy)
2 thru 7 - The TANGO number
8 - N
9 thru 13 - The UIC of the parent command
14 and 15 - 7A

Example: 3800001N325067A

20. ITEM-Listing a pertinent item number from the reverse side of the NAVPERS 1320/16 brings the individual's attention to any requirements or restrictions connected with the TEMADD assignment. Listing the item number here in Block 20 is a time-saving device since most of the items are general in nature and pertain to the majority of TEMADD assignments.

21. ADDITIONAL COMMENTS AND INSTRUCTIONS-Use this area to list requirements and restrictions that are not contained in the item numbers used in Block 20. This area can also cover rental automobile authorization, mode of travel, and use of government quarters. Once again, check with the directives of the local TEMADD fund manager to obtain any standard phrases that may be required in this block.

22. SECURITY CLEARANCE-Complete this block if the individual's TEMADD duties will require access to classified material.

23. AUTHENTICATING SIGNATURE-The commanding officer can delegate this responsibility within the command. Check with your supervisor or command directives for the proper official to enter in this block.

24. TRANSPORTATION REQUEST/NIAC TRANSPORTATION AUTHORIZATION FURNISHED-The office issuing any transportation tickets or authorizations for

payment will enter the appropriate identifying numbers and itinerary in this block.

25. COPY TO-List official titles of the commands that have a need for copies of the TEMADD orders.

NO-COST TEMADD ORDERS

There are times when an individual will be authorized to travel to a TEMADD station for the individual's own convenience and at the individual's own expense. The orders are prepared the same way with the exception of Blocks 2, 4, 17, 18, and 19. Enter N/A in these blocks for no-cost TEMADD orders. Block 21 must contain a statement to the individual that restates the fact that no claim may be made for funds. Local directives will provide you with the exact wording required by your TEMADD fund controller.

PROCESSING COMPLETED TEMADD ORDERS

When the individual completes the TEMADD assignment, the orders must be liquidated in order to reimburse the individual for any expenses incurred or to determine if the individual owes the government money; that is, if expenses incurred are not equal to or greater than advances paid to the individual. The Travel Voucher or Subvoucher, DD Form 1351-2, is used for this purpose. The individual is primarily responsible for completing this form, but may need your assistance.

Most of the entries on the form are self-explanatory. However, some explanation for item 1 under the Mode of Travel and Reason for Stop columns is needed.

The entries for these blocks are found in Block 25a on the reverse side of DD Form 1351-2. For brevity's sake, the types of travel and reasons for stopping are given in two letter codes. For travel, first you determine the

means of travel used, and enter the letter code in Blocks numbered 1 through 4, then the mode of travel, and enter the appropriate letter code in Blocks 5 through 10. Likewise, the reason for stop codes is found in Block 25b.

By looking at the unshaded and shaded areas, you can see that each mode of travel entry is adjacent to a DEP or departure line entry, and each reason for stop entry is adjacent to an ARR or arrival entry. Indicate in the appropriate blocks on the left side of Block 1 the dates and times the individual departed and arrived at each stop during the TEMADD assignment. The center of the block indicates the command and geographical location of the TEMADD stops. The means of travel and the reason for stop codes are entered in the appropriate unshaded column.

The requirements for the number of copies to be prepared and the distribution of the copies are subject to local practice. The personnel support detachment (PSD) servicing your command will have specific directives for you to use in liquidating TEMADD orders.

LEAVE

Leave authorizes an individual to be absent from the place of duty. All members earn 30 days' leave per year, and they are officially encouraged to use the entire 30 days. All personnel must be provided the opportunity to take leave annually, with the opportunity for at least one period of about 14 consecutive days.

ENTITLEMENTS

Leave is earned at the rate of 2.5 days per month for all personnel on active duty in the Navy, except for the following periods:

- Active duty of less than 30 consecutive days

- Active duty for training, with pay, of less than 30 consecutive days

- Lost time

- Excess leave or other periods in a nonpay status

The individual's monthly leave and earnings statement (LES) and the commanding officer's leave listing received from the Navy Finance Center are used to determine how many days of leave personnel have accrued. Both of these documents give a total balance of accrued leave as of the end of the statement's reporting period and how many days have been used during the current fiscal year. Since these reports are forwarded monthly, you need to add only the number of days earned in the current month to the total number of days reported on the statement to determine the up-to-date leave balance.

TRAVEL TERMS

There are a number of terms related to leave with which you should become familiar.

EARNED LEAVE: Leave accrued to a member as of any given date. You can have a negative number of days' leave accrued (called "in the hole"). A negative amount of leave must not exceed the amount of leave that would normally be earned during the remaining period of obligated service. (See Excess Leave.)

ADVANCE LEAVE: Leave granted to a member before a member earns it. This gives the result of a negative leave balance. Advance leave should not be granted unless the member has sufficient service obligation to earn it back.

ANNUAL LEAVE: Leave granted within a command's normal leave program; also called ordinary leave.

CONVALESCENT LEAVE: A period of authorized absence granted to members who are under medical care. Such leave is part of the treatment prescribed and is NOT charged to the member's leave entitlement.

EMERGENCY LEAVE: Leave granted for a personal or family emergency that requires the member's presence. This is the only instance where granting leave that would become excess leave would be considered.

EXCESS LEAVE: Leave granted in excess of earned leave and advance leave during which the individual is not entitled to pay and allowances. Generally, a minus leave balance at the time of release from active duty, discharge, desertion, or death is considered excess leave. Normally, a member is required to pay the government back when an excess leave balance exists at separation.

LEAVE AUTHORIZATION

The Leave Request/Authorization, NAVCOMPT Form 3065, is used to request, authorize, and report leave that is not included with orders. Sections 1 and 3 through 22 of the NAVCOMPT Form 3065 are completed by the individual requesting the leave.

MILPERSMAN Article 3020180 provides the guidelines concerning granting of leave and determining if a day is counted as leave against the member's account. The member cannot commence leave before the end of the member's working hours on a day of duty or that day will count as a leave day. If the member has no regular duties on that day, such as a weekend day, the leave can commence at any hour and the day will not be counted as a day of leave. The day of return from leave is counted as a day of leave, except when such return is made at or before the commencement of the member's normal working hours.

LEAVE PROCEDURES

SECNAVINST 7220.81 and *MILPERSMAN* Article 3020200 give detailed procedures to be followed when personnel request, depart on, and return from leave. Instructions for the assignment of the leave control number in Block 2 of the NAVCOMPT Form 3065, distribution of the copies of the NAVCOMPT Form 3065, and leave tickler procedures are also given.

PAY AND ALLOWANCES

Pay is broken down into three types: basic, special, and incentive. You should learn these three types of pay and, in general, the requirements for entitlement. The actual amount of pay may change from year to year, depending on Congressional budgetary actions. Current amounts are given in changes to the listed manuals. Another main source of information for current pay rates is your local disbursing office. It is in your best interest that you maintain a good working relationship with the personnel serving in the disbursing office.

BASIC PAY

Basic pay is a monthly salary earned by all personnel on active duty, based on the paygrade and the number of years of service. Service counted for basic pay purposes consists of active and inactive service for certain military organizations. Medical and Dental Corps officers receive credit for their training as civilians. The *Department of Defense Financial Management Regulation* (DODFMR), DOD 7000.14-R, part one, chapter 1, lists the creditable service used for computing basic pay.

SPECIAL PAYS

Entitlement to special pays is linked to the member's status, professional qualifications, or duty assignment. Special pays are broken down in part one of the DODFMR.

INCENTIVE PAYS

Many members may also be entitled to incentive pay. Incentive pay is also referred to as hazardous duty pay since this type of pay is given to members whose duty subjects them to abnormal hazards. Incentive pays are contained in part two of the DODFMR.

ALLOWANCES

An allowance is an amount of money paid to a member to provide for facilities, services, or goods, such as food (subsistence) or government quarters, when they are not provided by the Navy, or to offset some additional living expenses created by a service-related duty requirement. The following allowances are found in part three of the DODFMR:

- Basic Allowance for Subsistence (BAS)
- Basic Allowance for Quarters (with or without dependents) (BAQ)
- Family Separation Allowance (FSA)
- Station Allowance and Variable Housing Allowance (SA/VHA)
- Clothing Monetary Allowances-Enlisted Member
- Officers' Uniform and Equipment Allowance
- Personal Money Allowance

Eligibility for allowances is not quite as evident from the title as most pays are. BAQ entitlement can be earned by claiming a

variety of different types of dependents or, for a single member, where he or she is stationed. There are two levels of FSA payments, depending on the circumstances of the separation. Check these out carefully in the DODFMR so you are aware of all the combinations that can create an entitlement.

MISCELLANEOUS PAYMENTS

Part four of the DODFMR gives the various reasons where one of the above pay or allowances may be received by a member outside of normal payment procedures. A member may receive a pay before earning it (such as advance basic pay in connection with a permanent change of station) or be given an allowance ahead of actual entitlement (such as advance BAS given before a member goes on leave). A member may be mentally incompetent or physically unavailable (missing, MIA, or POW), but entitlement continues and dependents still need to be provided for. Chapters 1 through 3 of part four of the DODFMR provide this information.

Members separating from the service may be entitled to certain other payments. Chapter 4 of part four of the DODFMR also provide information on pay given for leave not used before separation, severance pay, money due to a member if a contract agreement with the Navy was canceled, and other instances.

TRAVEL ALLOWANCES

The pays and allowances given above are derived from the DODFMR and are usually paid on a regular basis to a member or are based on a regularly received pay or allowance. When a member and/or dependents are required to travel or move, on either a temporary or permanent basis, and have been issued orders placing them in a travel status, there exists another set of allowances that are paid to offset expenses created by the move.

The expenses incurred as a result of temporary or permanent travel or moves are divided into the following categories:

- Transportation costs can be offset in three ways: by a flat mileage allowance, by transportation furnished by the government in a government vehicle, or by a Transportation Request which can be used to purchase tickets for travel on commercial carriers (airlines, railroads). The mileage allowance is payable to both the member and dependents, with the rate per mile dependent on the status of the individual. An official table of distances is used to determine the number of miles between the different duty stations.

- Lodging and food allowances are reimbursed to the member for this expense as a combination of BAS and per diem. Per diem is a daily rate that varies widely with geographical location. Payment of per diem is also affected by the availability and use of government quarters and messing facilities. A dislocation allowance, equal to 1 month's BAQ, is paid to help offset expenses in relocating a household. Some overseas stations where temporary family lodging costs are high will have a temporary lodging allowance that takes the family's expenses into account during the course of a permanent change of station move.

- Miscellaneous cost is the catchall for expenses not covered by any of the above listed allowances. One example would be taxi fare from an airport to a hotel when the member is on a temporary additional duty trip.

SUMMARY

This chapter briefly discussed travel, leave procedures, and pay and allowances. As a YN, in the customer service area, you will be asked questions about these topics. Since these topics ultimately effect a persons pay, be careful of your response. If you aren't sure of your answer, or can't find it in writing, talk to your supervisor.

